



**CITY OF BURLINGTON**  
**Committee of the Whole Minutes**  
**Jeannie Hefty, Mayor**  
**Diahnn Halbach, City Clerk**  
**Tuesday, March 20, 2018**

**1. Call to Order/Roll Call**

Madam Chair Ruth Dawidziak called the meeting to order at 6:30 p.m. starting with roll call. Aldermen present: Ed Johnson, Bob Grandi, Tom Vos, Tom Preusker and Todd Bauman. Excused: Mayor Hefty, Aldermen Susan Kott and Jon Schultz.

Student Representatives Present: Gabriel King, Jake Schoepke. Excused: None

Also present: City Administrator Carina Walters, City Attorney John Bjelajac, Finance Director Steve DeQuaker, Director of Administrative Services Megan Watkins, Police Chief Mark Anderson, Fire Chief Alan Babe, DPW Director Peter Riggs, Kapur & Associates Gregory Governatori and Building Inspector Gregory Guidry.

**2. Citizens Comments**

Jennifer Greeter, 32400 Yahnke Road, Burlington, stated she is part of the expansion coming forward out of the bypass area and questioned if her property was a concern or is seen as a problem staying in the township with the other neighbors annexing into the city. Attorney John Bjelajac reminded her this section is only for comments and not answers. Administrator Carina Walters stated they can discuss it later this week. Preusker stated that at the previous meeting they were looking for clarification that an island cannot be created with the annexation. Dawidziak asked if Ms. Greeter was concerned about future forced annexation. Ms. Greeter responded yes, because she would like to stay in the town and for her husband to continue hunting and to keep their horses.

**3. Approval of Minutes from March 6, 2018**

A motion was made by Alderman Grandi with a second by Alderman Johnson to approve the minutes from the March 6, 2018 Committee of the Whole meeting. With all in favor, the motion carried to approve the minutes.

**4. Resolutions:**

- A. Topic: Resolution 4892(50)** – to adopt an intergovernmental agreement and ground lease between the City of Burlington and the Tri-County Fire and Rescue Association Inc.

Fire Chief Al Babe presented Resolution 4892(50). Babe explained that Tri-County Fire and Rescue Training Association asked for a training building. A contract and a ground lease agreement has been signed by the Town of Burlington, Town of Wheatland and Rochester.

Babe stated the City of Burlington is allowing the building to be located near the DPW property, but are still waiting for a few more approvals. The contracts have been drafted by Brian Wanasek and Bjelajac. Bjelajac stated he is comfortable with both agreements.

Bauman questioned if both Babe and Riggs agree to this location being next to the salt storage facility and waste transfer site. Riggs stated there is a large stone pad that separate the buildings, and is comfortable with the location. Grandi was concerned there may be some debt taking on this project. Babe stated the Association as a group will go to Fox River State Bank for tendering a loan of \$180,000 for the building, construction firm and management process, plus a little extra for storage. Bjelajac stated the City of Burlington is well protected, there is no debt or mortgage on the property, and it is funded through the fire companies.

Grandi questioned Babe that it states in section 4.05 of the agreement a party can withdraw from this agreement with a 60 day notice and it does not mention anything about the party being responsible for the debt if withdrawn. Babe stated it was discussed and added at the last minute that the initial payment will not be refunded. The party will be able to get only part of the money back after the third year.

Vos stated the land is being leased from the City of Burlington and asked if there is language in the agreement that every four years it can be renewed. Bjelajac replied that it is subject to discussion, it is a four year lease and has to wait until the four years to be able to be renewed, otherwise the facility can be relocated.

Bauman asked who the landlord is and who is responsible for the site and liability issues if someone gets injured. Bjelajac replied the City of Burlington is the landlord. Babe answered the Tri-County Association is responsible. Bjelajac stated the City of Burlington insurance already covers this liability, but each municipal department is responsible.

**B. Topic: Resolution 4893(51) to approve the Award of Bid for the Lewis Street Wall Project to All-Ways Contractors for the Total Amount of \$257,975.**

DPW Director Peter Riggs presented Resolution 4893(51). Riggs explained the wall is located at the intersection of James Street and Lewis Street. In 2017 a capitol project was funded of \$250,000 to repair the wall. The lowest bid from a design came back well in excess of \$250,000, which was rejected. Even though the next bid of \$257,000 was still over the budgeted amount, an adjustment was made to the design from a 2-tiered wall structure to a single-tiered wall structure with no major impacts on the roadways or sidewalks. The overall amount would come to \$288,673 once completed.

Preusker stated at a prior public meeting, the priority was to retain the historic water tower to be structurally sound, the wall to be safe from crumbling and to be more visible, accessible and inviting for this public park. Preusker stated the new design makes it look nice, but does not have the inviting appearance. Preusker asked where did the \$250,000 budget estimate came from. Walters stated at a budget workshop in November 2016, an elected official commented that the wall needed to be fixed and wanted estimated costs. Walters stated there was a discrepancy in the budget due to the short turn around. Preusker asked what the expected life was. Governori responded 50-75 years with no maintenance. Preusker stated he felt it was appropriate to spend the extra money for the repair and landscaping beds since nothing has been done to it for maintenance, especially since it is in the historic area. Preusker stated it

looks like a prison wall. Vos commented that he does not understand how it was called a park in the first place, since the water tower is on water department property, and should be repaired to keep the wall from collapsing onto the street. Vos stated if we were to call it a park, then an entrance needs to be added and get approval from the Park Board instead of taking money from the general fund. Dawidziak stated from a Park Board perspective, she does not see the point of spending money on this park that will not be used as a park and that there are better ways to spend funds where it is needed. Johnson inquired what was at the top of the hill. Riggs responded that only grass is at the top. Johnson suggested having a mural to make it more attractive. Dawidziak asked what the timeline was from when we bonded to when the money needs to be spent, and when the decision is made on the design to when it can be completed. DeQauker stated it is usually 18 months from when it is received to when it is expended. Dawidziak reminded the Council that the timeline has almost run out. Bauman asked if the wall can be moved back from the road. Governori stated the plan is to move it back giving more sidewalk space. Vos commented the further it goes back, the more it costs for extra material for the wall.

- C. **Topic: Resolution 4894(52)** to approve a preliminary resolution Declaring Intent to Exercise Special Assessment Powers Under §66.0703, Wisconsin Statutes for Reconstruction of Sidewalks at Various Locations.

DPW Director Peter Riggs presented Resolution 4894(52). Riggs explained in 1991 Council established a sidewalk replacement program to financially assist the property owners with a 50/50 reconstruction cost.

- D. **Topic: Resolution 4895(53)** to consider approving an Extraterritorial Zoning Certified Survey Map for property located at 33911 Hillcrest Drive.

Building Inspector Gregory Guidry presented Resolution 4895(53). Guidry explained this property is proposed to subdivide one parcel into two lots, which have met the City requirements, and has been approved by the Town of Burlington.

- E. **Topic: Resolution 4896(54)** to approve a contract with Great Lakes TV to Inspect the City's Sanitary Sewer System in the Amount of \$12,449.36.

DPW Director Peter Riggs presented Resolution 4896(54). Riggs explained every year the Waste Water Utility televises 10% of our sanitary sewer collection systems as part of regular maintenance operations. The inspection of the collection system provides numerous benefits including planning for utility replacements, proactively identifying problems in the system and identifying lateral service connection locations. Televising quantities are also reported for the annual report to the DNR. The City of Burlington has worked with Great Lakes TV for 17 years who is familiar with our system, developed effective and efficient communication with staff, and provided a consistent familiar product.

5. **Ordinances:** There were none.

6. **Topic: Motion 18-893** to consider approving the 2018 Fireworks Agreement for July 4, 2018 with Five Star Fireworks Co.

Director of Administrative Services Megan Watkins presented Motion 18-893. Watkins explained this is an annual contract with Five Star Fireworks for July 4, 2018. There has been a few changes, such as a few new effects and added shells. The fireworks will be shot off over the ChocolateFest Grounds and not off a barge, since they do not have the equipment or staffing available this year. Further, the barge would be an additional \$3,000, which would need to be discussed at a future budget meeting.

7. **Adjourn**

A motion was made by Alderman Grandi with a second by Alderman Johnson to adjourn the meeting. With all in favor, the meeting adjourned at 7:18 p.m.

Minutes respectfully submitted by:

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Kristine Anderson  
Administrative Assistant  
City of Burlington